

Parent Volunteer Sign-up Instructions for Santa Barbara Chinese School
Each family is required to volunteer for 2 days per school quarter to avoid a \$50 fee.

Weekly Duty includes:

1:50pm-2:00pm Before class starts

1. In each classroom:

- a. Set up dry erase boards. Re-arrange tables and chairs if necessary.
- b. Deliver a bottle of water for each teacher.

2. Supervise children on the playground (we are allowed in open/unlocked area only) and in the courtyard. No climbing, no chasing, no fighting, or other dangerous activities. No pulling at plants. Ask students to put toys back on the paved playground when done if they use any.

2:00pm-2:50pm Language class in session

1. Help in classroom. The staff will let you know if the teachers need your assistance during the class hour.
2. Walk young kids to bathrooms as needed.

2:40pm-2:50pm Prepare snacks

2:50pm-3:00pm Break: oversee safety

1. Ask students to wash hands before getting their snacks.
2. Supervise students on the playground and in the courtyard (please refer to duty 2 at 1:50pm-2:00pm).

3:00pm-3:50pm Language class in session

Please refer to the duties at 2:00pm-2:50pm.

3:50pm-4:00pm End of language class

1. Move chairs and tables to clear out space for the dance class.
2. Deliver water for teachers of culture classes.
3. Supervise children on the playground and in the courtyard (please refer to duty 2 at 1:50pm-2:00pm).
4. Sweep/vacuum floors in the rooms which will not be used during the culture class period. Clean up dry erase boards and take the boards and stands to storage area. Close windows and turn off lights.

4:00pm-4:50pm Culture class in session

4:50pm End of culture class

1. Clean up dry erase boards and take the boards and stands to storage area.
2. Sweep/vacuum floors in the rooms for the culture classes. Return chairs and tables to their original positions. Close windows and turn off lights.
3. Sweep the floor and wipe down tables and benches in courtyard and hallway. Clean up trash on the playground.
4. Take trash to the outside dumpster.
5. Supervise children on the playground and in the courtyard (please refer to duty 2 at 1:50pm-2:00pm).

Thank you for volunteering your time and for keeping our kids safe!